

Institute for Professional Development, PO Box 1468, Clifton, NJ 07015
Upcoming October – January Seminars

BUDGET, FAST and ETHICS WORKSHOP
HANDS-ON IN PREPARING YOUR 2018 BUDGET

October 27, 2017
RUTGERS UNIVERSITY, LABOR EDUCATION BUILDING
NEW BRUNSWICK, NJ – New Location

SOLD OUT

- *Approved by DCA for 4 CEUs for CMFOs-2 Budget, 1 Ethics & 1 Financial Debt Mgt.
- *Approved by DCA for 4 CEUs for CCFOs 2 Budget, 1 Ethics & 1 Financial Debt Mgt.
- * Approved for 4 CPEs for CPAs, RMAs, PAs –4 Accounting
- *Approved by DCA for 4 CEUs for RMCs 2 Finance ,1 Ethics, 1 Information Technology
- *Approved by DCA for 4 CEUs for QPAs – 2 Office Administration/General Duties, 1 Information Technology & 1 Ethics
- *Approved by Rutgers – RPP0 & RPPS for 4 CEUs– 3 Office Adm/General Duties, 1 Ethics
- *Applied to NJ Supreme Court for Attorneys 4 CLEs – 3 BUS Business & Corporations 1 ETH Ethics
- *Approved by DCA for 2 CEUs for CTC – 1 Ethics, 1 Information Technology

9:00am – 9:30am Registration & Full Breakfast Buffet – Seminar 9:30am-12:50pm

Seminar #6 SOLD OUT

Christine Zapicchi & Staff of the Division of Local Government Services will give a current update from the Division regarding the status and the many changes to the Budget for both the CY and SFY.

- * Procedures for submitting C-159 resolutions *Local Examination
- * Levy Cap Workbook *Municipal Information Sheets
- * Requirement of Posting Budget on Website
- * Special Emergencies for Uncompensated Absences
- * Reserve for Uncollected Taxes Calculation Adjustments
- * Pension Contribution Cap Exception *Library Surplus Transfers
- *Filing of Shared Service Agreements *User Friendly Budget

Maureen Mitchell, DLGS - DLGS Update and Implementation of FAST

Nicholas Bennet DLGS , Ethics Update

NJ LAW AND PROFESSIONAL ETHICS SEMINAR

November 3, 2017

NJ Law Center, New Brunswick, NJ

Approved for 4 CEUs by DLGS for CMFO/CCFOs, CTCs, QPAs, CPWMs, RMCs - 4 Ethics

Approved for CPAs, RMAs, PSAs, PAs 4 CPEs Professional Ethics Chapter 6

Applied for 4 CLEs for NJ Attorneys 3 Ethics 1 Commercial Law

Registration and Breakfast Buffet 8:30am - 9:00am -- Seminar Timetable 9am-1pm

Instructor: Mr. Douglas Petix, CPA, CMFO

Seminar #7 \$150 per person \$175 Door Registration

Objective: This seminar will prepare participants to evaluate situations that call for judgement about NJ State Statutes, Rules of the New Jersey State Board of Accountancy, NJ's Uniform Enforcement Act, Regulations of NJ's Division of Consumer Affairs and ethics issues. Participants will earn four CPE credits in Professional Ethics to fulfill the mandatory requirement for the New Jersey triennial reporting period.

At this seminar, participants will:

Have an understanding of Public Accounting Licensing and powers of the NJ State Board of Accountancy. Review the CPE requirements. Have an understanding of the objective to Enhance Professional Competence. Be taught the requirements of peer review. Review the differences and similarities of the NJ rules of Professional Conduct and the link to AICPA Code of Professional Conduct.

**PENSION WORKSHOP:
WHAT ARE YOUR RESPONSIBILITIES
For Municipalities & School Districts
December 1, 2017 – Jumping Brook County Club, Neptune, NJ**

- *Approved by DCA CMFO & CCFOs – 4 CEU's - 1 Accounting & 3 Financial Debt/Mgt.
- * Approved by DCA RMC – 4 CEU's - 2 Finance & 2 Professional Development
- *Approved for CPA, RMA, PA - 4 CEU's - Finance
- *Applied to NJ Supreme Court for 4 CLEs for Attorneys in ADM-Administrative Law

Seminar #8 \$99 per person \$125 Door Registration

9:00am – 9:30am Registration, Full Breakfast Buffet Seminar Time Table 9:30am to 12:50pm
9:30am – 12:50pm Seminar Time Table

Post Retirement Employment Restrictions
Notification of Employment Retirement
How To Administer TPAF, PERS, PFRS
Shortcuts to Specific Retirement Forms
Retirement Eligibility
 Understanding the Tier Levels System
Early Retirement
 Calculation by the Tier Levels
Form 1095-C – What is Your Responsibility And More!

Speaker: Andrew Kenney, NJ Division of Pensions

**HOT TOPICS IN WORKERS COMPENSATION LAWS
THE BASICS OF NEW JERSEY WORKERS COMPENSATION WITH NEW JERSEY CASE LAW UPDATE
For Municipalities & School Districts
DECEMBER 1, 2017 – JUMPING BROOK CC, NEPTUNE, NJ**

- Approved by DCA - CMFO, CCFO – 4 CEU'S – 4 Office Management and Ancillary
- Approved by DCA – RMC – 4 CEU'S - Professional Development
- Approved by DCA – CPWM – 4 CEU'S - Government
- Approved by DCA – RMA, CPA, PA – 4 CPE's – Management
- Applied to NJ Supreme Court for 4 CLEs for Attorneys in ADM-Administrative Law

Seminar #9 \$99 per person \$125 Door Registration

9:00am – 9:30 am Registration, HOT BUFFET BREAKFAST

- 9:30am – 12:50pm
- * General Theory of the Act and Benefits Provided
 - Medical Benefits - Temporary Disability Benefits
 - Permanency Benefits – Reopener Rights - Death Benefits
 - * Coming and Going Rule
 - When is an employee covered? Walking from the Parking Lot?
 - Leaving Home? Discussion of the Law.
 - * Section 40 “Liens”
 - Medical Benefits “ When was the injury compensable”
 - * When does Prolonged sitting become a Occupational Disease?
 - *Medical Treatment - Review of Case Law
 - * Hot Topics * Questions and Answers

SPEAKER: Nancy Johnson, Esquire

**PREPARING FOR THE ANNUAL AUDIT
BE PREPARED - SAVE TIME - SAVE COSTS
DECEMBER 1, 2017**

JUMPING BROOK COUNTRY CLUB, NEPTUNE, NJ

- * Approved by DCA for CMFOs - 4 CEUs - 2 Financial & Debt Management & 2 Accounting
- * Approved by DCA for CCFO -4 CEUs – 2 Financial & Debt Management & 2 County Fiscal Operations
- * Approved by DCA for CTCs -4 CEUs – 4 General/Secondary Duties
- * Approved by DCA for RMCs-4 CEUs – 4 Finance
- * Approved for CPAs, RMAs & Pas 4 CPEs in 2 Accounting & 2 Auditing

Seminar #10 \$99 per person \$125 Door Registration
9:00am – 9:30 am Registration, HOT BUFFET BREAKFAST

What are your responsibilities as the Chief Financial Officer, Certified Tax Collector, Registered Municipal Clerk?

Review and discussion of the Requirements of Audit and the
Single Audit Requirements

Items that must be ready:

Appropriations – Appropriation Reserves – Taxes Receivable – Transfers – Cash – Revenues – Expenditures –
Improvement Authorizations

Current and Prior Years Taxes – Delinquents – Remissions – Tax Duplicates Tax Sale Certificates – Liens – Tax Title Liens –
Veterans and Senior Citizens Deductions

Minutes – Ordinances – Transfers – Licenses - AND MUCH MORE!!!!!!

SPEAKER: Frederick Tomkins, RMA, CPA

REVIEW OF LOCAL PUBLIC LAWS AND ETHICAL DECISION'S

Joseph Valenti, Former Bureau Chief DLGS

DECEMBER 1, 2017

JUMPING BROOK COUNTRY CLUB, NEPTUNE, NJ

EARN 5 CREDITS!

- Approved by DCA - CMFO 5 CEU's – 2 Financial Debt Management 2 Ethics 1 Accounting
- Approved by DCA - CCFO 5 CEU's – 2 County Fiscal Operations 2 Ethics 1 Accounting
- Approved by DCA –CPWM - 5 CEU's – 2 Government 2 Ethics 1 Management
- Approved by DCA – RMC -5 CEU's - 3 Finance 2 Ethics
- Approved by DCA – QPA – 5 CEU's – 2 Procurement Procedures 2 Ethics 1 Office Adm/General Duties
- Approved by DCA Rutgers –RPPO & RPPS – 5 CEU's –3 Purchasing 2 Ethics
- Approved by Rutgers – CRP –5 Credits in Class Room
- Approved for 4 CPE's for CPA, RMA PA –3 Finance 2 Management
- Approved by NJ Supreme Court for Attorneys 5 CLEs 2ETH/ Ethics 3 COM/Commercial/Consumer Law

Seminar #11 \$125 per person \$150 Door Registration
Registration & Full Breakfast Buffet 8:30am-9:00am - Seminar 9:00am to 1:10pm

JOSEPH VALENTI, Former DLGS Bureau Chief:

REVIEW OF ADMINISTRATIVE CODE N.J.A.C. 5:30

Encumbrance Accounting and Certifications of Availability of Funds
Change orders and Open-End Contracts

REVIEW OF ADMINISTRATIVE CODE N.J.A.C. 5:34

Extraordinary Unspecifiable Services
Administration of Competitive Contracting Process
Emergency Purchases and Contracts

SHERRY L. WILSON, Esquire, Training Officer, NJ State Ethics Commission

REVIEW OF ETHICS for all Employees in the Executive Branch of State government,

Which includes over 26 State Departments and over 75 Authorities, Boards and Commissions.

Principal of Ethical Conduct- General Standards of Conduct

Gifts, Favors, Services and Other Things of Value

Attendance at Events: Honoraria, Activities and Expenses

Outside Employment/Activities - Conflicts of Interest

Recusal Disqualification from a matter because there is a conflict of interest

or the appearance of a conflict

**TAX APPEALS PRIMER
FOR TAX ASSESSORS & TAX COLLECTORS
DECEMBER 1, 2017
JUMPING BROOK COUNTRY CLUB, NEPTUNE NJ
Earn 5 CEUs**

Approved by DCA for CTCs 5 CEUs 2 Legislation, 2 Enforcement, 1 General/ Secondary Duties
Approved by NJ Taxation Division 4 CEUs in 2 Property Tax Administration- 2 Property Appraisal
Approved for 5 CPEs for CPAs, RMAs, PSAs, PAs 5 Taxation

Seminar #12 \$99 per person \$125 Door Registration
8:30am – 9:00 am Registration, HOT BUFFET BREAKFAST
9:00am – 1:10 pm Seminar Timetable

Seminar will provide (4) credit hours in 2 Property Tax Administration-2 Property Appraisal for CTAs

Filing Appeals; Cross Appeals
Appeals: Regular Valuation, Added, Omitted Assessments
Timeline for Property Valuation by Municipal Assessor and for
Revision of Assessor's Property Value Determinations
Rules of the Court
Preparing for County Hearings
Legislative Update

Instructor: Melissa Rockwell- Tax Administrator-Sussex County Board of Taxation

**2018
PREPARING
THE ANNUAL FINANCIAL STATEMENT**

JANUARY 19, 2018 NEW JERSEY LAW CENTER

Approved by DCA - CMFO, CCFO, - 4 CEU's - Accounting
Approved - 4 CPE's RMA, CPA, PA - 4 CPE's - Accounting/Auditing

Seminar #1 \$99 per person \$125 Door Registration

9:00am – 9:30 am Registration, **HOT BUFFET BREAKFAST**

9:30am – 12:50pm

- Preparing the Annual Financial Statement
- Review of Post Closing Trail Balance
- Monthly cash receipts by Fund and Category
- Current and General Capital Funds
- Review Detail of Budget Revenues
- Review of Tax Data including Abstract of Rateables
- Schedule of Bonds Issued and Outstanding
- Debt Service
- Posting of Journal Entries to the General Ledger
- Posting from the General Ledger to the AFS
- General Journal Entries General Capital Fund

SPEAKER: Fred Tomkins, CPA, RMA

During Inclement Weather: Always check our web site the day before the Seminar to make sure Seminar is Scheduled!

Directions on our Web Site <http://ipd2.com>

TO ASSURE PROPER POSTING, PLEASE ATTACH A COPY OF THIS APPLICATION WITH YOU PAYMENT

Mail Check to: Institute for Professional Development, P. O. Box 1468 Clifton, NJ 07015 (973) 777-4200

October-December Seminars

SEMINARS INCLUDE HOT BREAKFAST BUFFET

10/27/17 Budget Seminar – SOLD OUT

I wish to register November 3, 2017	Seminar #7	___ NJ Law & Ethics Chapter 6 for CPAs	\$150 per person	Door Registration \$ 175
I wish to register December 1, 2017	Seminar #8	___ Pension: Your Requirements	\$ 99 per person	Door Registration \$ 125
I wish to register December 1, 2017	Seminar #9	___ Workers Comp Law	\$ 99 per person	Door Registration \$ 125
I wish to register December 1, 2017	Seminar #10	___ Annual Audit	\$ 99 per person	Door Registration \$ 125
I wish to register December 1, 2017	Seminar #11	___ Contracts Law	\$125per person	Door Registration \$ 150
I wish to register December 1, 2017	Seminar #12	___ Tax Appeal Primer	\$ 99 per person	Door Registration \$ 125

Year 2018

I wish to register January 19, 2018 Seminar #1 ___ Preparing the Annual Financial Statement \$ 99 per person Door Registration \$ 125

SELECT THE SEMINARS ABOVE THAT YOU WISH TO ATTEND & FAX THIS REGISTRATION FORM TO (973)777-0401

Cancellation Policy – 48 Hours in advance of seminar, in writing - During inclement weather Check our Web Site: <http://ipd2.com>

Name _____ Title _____

Address _____

Organization/Government Unit _____

Telephone # _____ Fax # _____ Email _____

CLAIMANTS CERTIFICATION & DECLARATION

I do solemnly declare and certify under the penalty of the law That the within bill is correct in all its particulars, the articles Have been furnished or services rendered as stated herein, that No bonus has been given or received by any person or persons Within knowledge of this claimant in connection with the above Claim and that the amount charged is a reasonable one.

Just send your check with the application form. you do not need to send us your Voucher for a separate signature since the presigned certification on the left can be attached to your Voucher in lieu of sending it to us for a signature. This form has been Determined by DLGS to meet the requirements of the statutes for this type of expenditure.

Michael F. Conti

Michael F. Conti, Program Coordinator

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